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1 **Objective**

This document details the procedures relating to in-class tests in the Faculty of Law.

2 **Scope**

These procedures apply to all students enrolled in units taught by the Faculty of Law.

3 **Procedure**

Students taking in-class tests should conduct themselves as they would in their final examination, and the procedures and requirements are, in general, the same. The following advice relates to specific issues that students should be aware of in the context of in-class tests, and applies to all students.

3.1 **Beginning the Test**

Once students are seated, they should not speak to other students. Students must not turn over question papers or begin to read or write until specifically instructed to do so. Be aware that students may be requested to produce their Student ID cards.

If students arrive more than 10 minutes late they will not be admitted to the in-class test. If students wish to leave the room temporarily they must first seek the permission of the supervisor. If students leave the room with the permission of the supervisor, they must first hand over mobile phones or similar electronic communication devices to the supervisor.

3.2 **Communication**

During a class test, students must communicate only with the lecturer or other supervisor and do so by raising their hand and waiting for the supervisor to attend to the query. Students must not talk or communicate in any other way with fellow students until all the completed test papers have been collected, and students have been given permission to do so by the supervisor.

3.3 **Fire Alarms**

In the event that a fire alarm rings during an in-class test, students should follow the instructions of the supervisor at the venue.

3.4 **Conclusion of the In-Class Test**

All students must cease writing when instructed to do so and must remain silent and seated until all in-class test papers have been collected.

3.5 **Materials**

Students should have only permitted materials on their desks during the test. These must be loose or in clear plastic bags only. No pencil cases are permitted. In addition to writing materials, if notes or other materials are permitted, these will be specified in the Unit Outline, which students should read carefully prior to the test.

Any materials not listed in the Unit Outline or otherwise specified by lecturers, may not be on students’ desks during the test. Students should keep all bags closed, and
not access them until all the test papers have been collected. Students may be asked to leave their bags inside the entrance to the lecture theatre or classroom, and must do so if so instructed by the supervisor.

3.6 Mobile Telephones

It is strongly recommended that students do not take mobile telephones or similar electronic communication devices into a test. If students do so, they must keep them turned off until the test papers have all been collected. Students must not access mobile telephones during a test under any circumstances including the desire to use them as calculators.

3.7 Food and Drink

Water bottles are permitted in the test room. All water bottles are to be a clear plastic bottle preferably with a pop top lid to avoid spillages and the possibility of destroying test scripts and causing a disruption to the test. However, if an incident like this does occur it will be the responsibility of the student and if the paper is damaged it will be handed in and marked accordingly.

All water bottles are to be placed on top of the desk and may be checked by the supervisor.

If the test is in a computer laboratory, water is not permitted.

The only food students are allowed to take into a test venue is sweets.

If students have a medical condition which necessitates access to food and drink during the test, they must discuss this with the relevant lecturer before the test.

*NB – this is consistent with the University Exams policy on food and drink.*

3.8 Finishing the Test

If students are given permission to leave the room whilst other students are still writing, they must do so quietly, and without any communication with fellow students. Students must be courteous and respectful if it is necessary to pass other students on exiting, and ensure that instructions of lecturers or supervisors are followed in relation to handing in papers before leaving. Students must remain seated during the last 15 minutes of writing time.

3.9 Test Results

No test results will be released until all of the relevant papers have been marked. Students must not approach their lecturers for early release of results.

3.10 Inability to Attend

If unable to attend a test because of sickness or other personal problems, students must contact their lecturer before the test, and take a medical certificate or other supporting documents to the lecturer as soon as possible after the test. Students should be aware that the normal penalty for inability to attend a test is the forfeiture of marks, unless other arrangements have been made with the relevant lecturer before the date of the test.
Once students have entered the in-class test room and reading time has commenced the option of a deferred in-class test is not available.

**Severe penalties apply for misconduct, cheating, possession of unauthorised materials, improper use of materials, unauthorised removal of materials from test rooms or ignoring the instructions given in this document or by supervisors. Penalties may include failure of the unit and exclusion from the University.**

### 4 Versioning

| Current Version | Version 1 – *Procedures Relating to In-Class Tests: Faculty of Law*; approved by the Dean (Professor Otlowski), May, 2011. |